The mission of Student Affairs Learning and Strategic Initiatives (LSI) is to improve organizational effectiveness in Student Affairs by coordinating planning, assessment, and research activities and providing staff development opportunities that facilitate learning and build community.

To achieve this mission, LSI offers a variety of services to departments in UGA Student Affairs, including assessment and research support, data request fulfillment, and customized training opportunities.

Please complete this form to request data from LSI.

Only those UGA Student Affairs employees that need the data to perform their job duties or mission, or UGA faculty members or students conducting research related to student affairs, will receive access to the data.
Please provide the requested demographic information.

Name
Email Address
Position
Today's Date (mm/dd/yyyy)

Please indicate your affiliation with UGA Student Affairs.

Academic Partnerships and Initiatives
Center for Leadership and Service
Disability Resource Center
Greek Life
International Student Life
LGBT Resource Center
Multicultural Services and Programs
Office of the Dean of Students
Office of the Vice President for Student Affairs
Recreational Sports
Student Affairs Communications and Marketing Initiatives
Student Affairs Development
Student Affairs Learning and Strategic Initiatives
Student Care and Outreach
Student Conduct
Student Veterans Resource Center
Tate Student Center
University Health Center
University Housing
University Testing Services
Other
Please indicate the service you are requesting. Choose all that apply.

Student sample for assessment or research purposes
Matching student roster or other student list with student information
Data for a population of students (e.g. first-year students, students enrolled in a particular college)

Other

Is this a modified data request?

No
Yes

Is the purpose of this data request to communicate with newly admitted, but not yet enrolled, students?

No
Yes

If the purpose of the requested data is to communicate with newly admitted, but not yet enrolled, students, please send text or collateral materials to Charlie Carabello (ccarabel@uga.edu) in the Office of Admissions and copy asd@uga.edu on the email.

Data Request

Requested sample size
What information will you provide to ASD for matching purposes? Check all that apply.

NOTE:

- Student ID numbers are required if your request involves matching a list of students' information contained in the Student Affairs data block.
- Matching information must be submitted as an Excel file via SendFiles (UGA's Encrypted File Service) to "asd@uga.edu".

Student Name

Student ID Number (required)

Other

Data Request

NOTE:
1. Student Affairs Learning and Strategic Initiatives requires a minimum of seven business days to complete data requests.
2. Only those UGA Student Affairs employees that need the data to perform their job duties or mission, or UGA faculty members or students conducting research related to student affairs will receive access to data.
3. LSI will not fulfill requests until all individuals who may have access to the requested data have confirmed that they will comply with the Student Affairs Data Block Access Policy. Any individuals listed as potentially having access to the data will receive an email from LSI asking for confirmation of compliance.
4. Students who have placed restrictions on their personal information will not be included in your report.
5. Updated data for each semester is available approximately three weeks after the beginning of the semester. LSI will confirm with you that the data you request is available for the semester you are seeking. We cannot, for example, provide you with currently enrolled data for the spring 2017 semester in December 2016. The data we provide for you three weeks into the spring semester will reflect the demographics of students enrolled for spring semester, but their grades will be current as of the completion of fall 2016 semester.
6. Please consult with others in your department and consolidate your data requests as much as possible.
Please provide a description of the intended use of this data.


Please provide the following.

Date data is needed (mm/dd/yyyy)

Learning and Strategic Initiatives requires a minimum of seven (7) business days to complete data requests

Names and email addresses of any other individuals who may have access to the requested data

Academic term for which you are seeking data (e.g. fall 2015)

Please indicate your compliance with the following statement.

"I attest that I will adhere to the Student Affairs Data Block Access Policy, am current on FERPA compliance requirements, will not share confidential data, and will not use data for any purpose other than those expressed in this form."

Yes

No
Have you previously provided proof of UGA Employee FERPA Certification for this academic year?

No
Yes

Please provide proof of UGA Employee FERPA Certification.

After logging into the Employee Certification section of the FEPRA website, and verifying that current certification is complete, click on the "View Results" link. Take a screen shot or save the results page and upload the screenshot using the browse box below.

Please provide the following information for your supervisor.

Data access requires approval from your direct supervisor. LSI will contact your supervisor upon receipt of your request and will process the request upon supervisor approval.

Supervisor Name
Supervisor Email
Supervisor Phone
What information would you like included in your dataset? Check all that apply.

NOTE: LSI reserves the right to limit fields based on the stated purpose of the data request and an assessment of the educational or business need to know.

**Demographics**
- Student Name
- Gender
- Ethnicity
- Race
- Age
- Veteran Status
- Citizenship
- Marital Status
- Religion
- First Generation Status

**Contact Information**
- Local Address
- Permanent Address
- Phone
- UGA Email Address

**Academic Performance**
- GPA
- Honors Program Membership
- Probation Status
- Hours Enrolled for Current Semester
- Total UGA Hours Earned
- Cumulative Hours Earned

**Academic Details**
- Class Level (first year, second year, etc.)
- Program Level (undergraduate or graduate)
- Matriculation Term (term student first enrolled at UGA)
- School Code (e.g. Franklin, Terry, Grady)
- Major
- Expected Graduation Term
- Graduation Indicator
If IRB approval is needed for your data request, please upload your IRB documents here.

Submit Survey

Would you like to submit this service request to Learning and Strategic Initiatives?

Yes

No

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